

## **FIRST ASSISTANT FIRE CHIEF**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible administrative positions, the major duties of which include assisting the Fire Chief in preparing the department budget and overseeing the financial operations of the department, managing the records-keeping functions of the department, and supervising personnel functions. The Assistant Fire Chief may also command emergency scene operations and participate in the handling of emergencies involving hazardous materials. Employees of this class work primarily independently, performing most duties with little supervision. Work of the class is reviewed directly by the Fire Chief. This class ranks immediately below that of Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of assigned fire department administrative functions. Oversees accounting for money and assets of the fire department. Authorizes the expenditure of funds, making sure that such expenditures are in accordance with the budget. Gathers information for and assists the Fire Chief in preparing both an operational and a capital outlay budget. Oversees preparation of payroll.

Participates in the research and planning for programs and activities of the department. Recommends management policies, goals, and objectives. Assists in determining how the department should be organized. Inspects operations of the department, evaluates these, and takes appropriate action to correct or improve problem areas. Investigates all accidents involving department equipment or personnel.

Monitors and evaluates local conditions which may become fire or safety hazards. Recommends changes in department operations that will help the city obtain favorable ISO ratings.

Works with boards, agencies, unions, and other groups whose work affects the operation of the fire department. Studies legislation to determine if changes in department policies or procedures are needed.

Reads correspondence addressed to the fire department and decides what type of action should be taken in reply; writes letters in answer to requests or needed to handle problems of the fire department. Provides for and supervises the preparation and maintenance of all department records. Writes requests for grants or other special funds to aid in the operation of the fire service. Writes specifications for new fire department equipment and prepares these for public bids.

Gives talks and demonstrations to inform the public about the work of the fire department. Answers question for the public about the operation of the fire department or any related areas of emergency medical services.

Directs emergency scene operations including rescue and oversees safety procedures. Participates in handling emergencies involving hazardous materials. Assists arson investigation personnel.

Supervises subordinate employees in the department, making assignments and approving leave. Provides assistance to subordinates in technical areas of work. Reviews reports written by subordinates and discusses their work performance with them. Maintains discipline.

Tests or directs the testing of fire department equipment to assure that it meets all applicable federal, state, and local standards. Purchases equipment and supplies, keeping such purchases within the established budget. Makes recommendations on major purchases for the department.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must possess a valid Louisiana driver's license.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

At the time of application for examination, must be a regular and permanent employee in the class of Second Assistant Fire Chief.

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